

UNM School of Law
March 3, 1975
Faculty Meeting
4:00 p.m., Conference Room

MINUTES

Present: Alarid, Blackwell, Coleman, Desiderio, Ellis, Evans, Fink, Flickinger, Goldberg, Hart, MacPherson, Martinez, Minzner, Muir, Norwood, Parnall, Ragsdale, Raushenbush, Reynoso, Romero, Sanchez, Simson, Teitelbaum, Utton, Walden

Dean Hart called the meeting to order and attention was given to the following:

1. Minutes of the meetings of February 17 and 24, 1975, were approved.
2. Professor Walden distributed and presented the Report of the Committee on the Status of the Law Librarians. Ms. Coleman further elucidated the guidelines and answered questions. The faculty unanimously adopted the proposals, as amended, recommending the creation of the School of Law Library Division, with the understanding that criticisms will be solicited from the library staff. (Amended Proposal is attached.)
3. Professor Martinez expressed the concern of faculty and students regarding the Lobo story of February 18, 1975, which discussed the suspension and subsequent denial of readmission petition of Bertha Parker. Dean Hart will appoint a faculty member to formulate a policy regarding the confidentiality of certain matters discussed at faculty meetings.
4. Associate Dean Desiderio asked the faculty to consider amending the policy regarding removal of Incomplete grades to allow until the end of the next semester's examination period the removal by a student writing a paper. The present policy, adopted October 7, 1974, requires that the Incomplete be removed "no later than twelve calendar weeks following the last day of the examination period or at an earlier date if specified by the professor." Motion carried. Hence the deadline for both examinations and papers is the same.

Dean Desiderio then asked the faculty to allow that the deadline for Incomplete grades for the law journal and review be extended until May 16, 1975; this rule would apply only for Incomplete grades incurred prior to Semester I, 1974-75. Motion carried.

5. Dean Hart announced that Robert M. Jones has accepted the position as Director under the Title VII grant.

The dean stated that the fate of the law school addition has been tabled by the legislative committee and that at present he is encouraged by events.

Meeting adjourned.

Respectfully submitted,

Louise R. Camp

Louise R. Camp
Secretary

University of New Mexico
School of Law Library Faculty

Amended Proposed Guidelines
3/2/75 February 10, 1975

The UNM School of Law faculty approves the following policies for the School of Law Library:

I. General

The primary function of the School of Law Library is to serve the study, reference and research needs of the law school faculty and student body. All policies and powers made and exercised by the chief librarian or by members of the library staff are to be made with the express or implied approval of the law school faculty.

II. Law Library Division

There shall be established in the UNM School of Law a Law Library Division. All employees and staff in the law library shall be considered part of the Law Library Division.

III. Governance of the Law Library Division

The Law Library Division shall be administered by a chief librarian appointed by the law school faculty and responsible to the Dean of the School of Law. The chief librarian shall have the authority to make final decisions with respect to all matters involving the operation of the Division *and shall serve as the chairperson of the Division.*

IV. Faculty Status and Faculty Titles

All professional librarians employed in the School of Law Library shall have faculty status within the University and shall be governed by the Faculty Handbook of the University subject to special rules adopted in this statement of policy.

A. Full-time professional librarians in the School of Law Library shall have teaching faculty status within the University. Such persons shall be given one of the following titles upon appointment in addition to other titles they may be given:

Instructor, Law Librarianship;
Assistant Professor, Law Librarianship;
Associate Professor, Law Librarianship;
Professor, Law Librarianship.

B. Permanent part-time, visiting or temporary professional librarians in the School of Law Library shall have non-teaching faculty status within the University. Such persons shall be given the title "Associate in Law Librarianship." Ordinarily permanent part-time professionals will be given one year renewable contracts. Although tenure rights and sabbaticals will not be available to persons receiving this title, permanent part-time professionals will be expected to meet the job performance criteria as defined for permanent full-time professionals in the section of criteria for tenure.

C. Recommendations for appointment, promotion and tenure will be made in accordance with the procedures of the Law Library Division by the chief librarian, to the Dean of the School of Law.

V. Appointment to the Law Library Faculty

A. Definition of ranks.

Instructor: M.L.S. or J.D. with no experience.

Assistant Professor: M.L.S. or J.D. with three years professional library experience after the degree is received.

Associate Professor: M.L.S., additional subject masters degree or J.D., and seven years professional experience after the M.L.S. degree.

Professor: Satisfaction of degree requirements for Associate Professor, J.D. degree or satisfactory development as a subject specialist in law, and ten years professional law library experience ~~after acquiring the second degree.~~

a. Ph.D. in a law-related field or

or law librarians

Demonstrated superior professional ability is an indispensable qualification for appointment to the ranks of Associate Professor or Professor.

VI. Promotion

Each librarian is eligible for merit increases and promotion through the ranks from instructor to professor if professional growth and ability is demonstrated. Change in position need not be involved.

Criteria for promotion in order of importance:

A. Fulfill appointment requirements of the next higher rank.

- B. Professional competence and quality of service within the Library and to the School of Law as measured by annual written evaluations by the chief librarian, professional peers and the library staff.
- C. Activity outside the library in professional organizations; particularly in American Association of Law Libraries, Special Libraries Association and other organizations supporting the development of law librarianship.
- D. Evidence of creative scholarship contributing to law librarianship including relevant additional educational achievement, involvement in programs of advanced study or courses taken toward improvement of subject knowledge, attendance at related workshops, seminars, etc.
- E. Personal characteristics as defined by the University of New Mexico Faculty Handbook.

VII. Tenure

All library faculty are retained and promoted in light of their continuing professional growth and value to the School of Law, the Library, and the University. It is recognized that tenure is a long-range commitment of university resources and deserves the most careful scrutiny.

Criteria to consider:

- A. Job performance.
- B. Professional growth.
- C. Service.
- D. Personal characteristics.

Not all faculty members excel in each of these areas, but demonstrated excellence or promise in either of the first two will constitute the chief basis for tenure.

Criteria for job performance:

1. Measured by annual written evaluations by the chief librarian, professional peers, and the library staff.
2. Measured also by law faculty evaluations (where appropriate) at the time of tenure decision.

Criteria for professional growth:

1. Highly motivated toward fulfilling job responsibilities and developing the profession of librarianship.
2. Contributions to profession of librarianship including participation in professional library organizations.
3. Academic work in law-related areas of study.
4. Evidence of personal commitment to the development of the School of Law Library.

5. Potential for continual growth in law librarianship.
6. Evidence of creative scholarship contributing to law librarianship.

Service and personal characteristics are defined in the University of New Mexico Faculty Handbook.

VIII. Appointment to the School of Law Faculty

The chief librarian will be a member of the School of Law Faculty, and will have a law degree and be a professional librarian. He or she will have one of the titles normally used by the School of Law in appointing faculty members. The Dean and Faculty of the School of Law will consult with the law library faculty on matters of appointment and tenure for the chief librarian.

Other professionals in the library will not be members of the School of Law Faculty unless specifically given such status by action of the law faculty and appropriate university officials.